



SARAN CHANDRAN. C
Master of Business Administration - MBA
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Visa Status: Visit Visa (Up to April 10th 2022)

UAE Address: Shabiya 10, Mussafah, Abu Dhabi.

CAREER OBJECTIVES

As a graduate wants to pursue a challenging career in a progressive environment where innovation, advanced technology and creativity are encouraged. Using my professional background, succeed and contribute for the growth of the organization, exhibiting my talents by exploring best global practices in achieving bottom line achievements for the stake holders.

PROFESSIONAL EXPERIENCE

1) ***Process Associate, Ecorgy Solutions Private Limited, Kerala, India (2 years 9 months)***

From 2019 January to 2021 September

Roles & Responsibilities

- Intakes of patients
- Fax monitoring and Labeling
- Authorization calculations
- Tiger text monitoring
- Clinician's visits scheduling
- Customer relationship
- Data processing

2) ***Office Assistant, Electronics Regional Test Laboratory South (ERTL(S)), India (3 years)***

From 2015 July to 2018 August

Roles & Responsibilities

- Customer interaction
- Updating and proper maintenance of registers
- Generation of bills and invoices
- Distribution of jobs to concerned labs
- Collection of test charges and service tax/GST from customers and timely submission to accounts department
- Preparation of monthly progress report
- Aware of public finance management system

3) ***Junior Executive, Muthoot Finance, India (8 months)***

Roles & Responsibilities

- Customer interaction
- Cash handling
- Ledger posting
- Generation of business through phone calls and marketing, Gold appraisal and loan.

4) ***Verifying officer, Logistics department, Big Bazaar, India (2 months)***

Roles & Responsibilities

- Checking of suppliers invoices
- Verifying barcode of products
- Mail checking and timely replying for product submission

EDUCATIONAL QUALIFICATION

- **MASTER OF BUSINESS ADMINISTRATION (HR & OPERATIONS) 2014 with 64%**

Kerala University, Kerala GKMCMT, Karakulam, India.

- **BACHELOR OF SCIENCE (BOTANY) 2011 with 50%**

Kerala University, M.G College, Trivandrum, India

ADDITIONAL SKILLS

- Data base Operation: MS Office.
- Programming : Internet
- Speed Typing
- Analytical Skills
- Decision Making
- Problem Solving
- Time Management.

PERSONAL INFORMATION

D.O.B	: 21/07/1990
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Hindi, Malayalam and Tamil.
Mobile	: +971 506135779
Email	: itzsaran@gmail.com

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

SARAN CHANDRAN.C